

## ***How to File an Immunization Medical Exemption (ME) for a California TK-12 Student or Licensed Daycare attendee:***

- **Step 1:** The parent or legal guardian requests a ME by registering on [CDPH CAIR ME](#).

This is the mandatory first step for all immunization exemptions, even if it is the physician who advises on the need for a medical exemption. The parent will get an ME request number.

Tips: Pop-ups must be enabled on the computer. The parent/guardian must have an email address.

- **Step 2:** The parent gives the ME request number to the physician.
- **Step 3:** The physician completes a one-time registration on [CDPH CAIR ME](#). The registration process is automated and includes a license verification check.

Tip: The system only accepts numeric values in the Medical License Number Field.

- **Step 4:** For each exemption request, the physician logs in to [CDPH CAIR ME](#) and enters either the ME request number or the child's name to locate the exemption request.
- **Step 5:** The physician clicks on the request and completes all required fields. Supporting documentation can be uploaded. The physician then issues the exemption.  
Note: Because the system doesn't currently provide a digital copy of the request, providers should make at least one copy (2 pages) to provide to the parent/guardian. It may be useful for the parent/guardian to make additional copies for their records.
- **Step 6:** Parent/guardian provides a copy of the exemption to their child's school/childcare facility.

Additional Resources on [ShotsForSchool.org](#)

### ***Medical Exemptions***

- [Exemptions FAQs | ShotsForSchool.org](#) (updated 3/9/2021)
- [Handbook, Records, & Materials | ShotsForSchool.org](#) (updated 1/28/2021)
- [CAIR-ME Physician Webinar](#)

### ***Regulations***

- [Regulations FAQs \(2019 Changes\) | ShotsForSchool.org](#)
- [Regulations Text - 2019 Changes](#)